



## Business and Communication Systems

### Key Stage 4 Framework for Learning

Year 11 2016-2017: I am Creative, Successful and Happy

**Syllabus:**

AQA Business and Communication Systems (4134) – Linear exam

Unit 8 – ICT Systems in Business

Unit 9 – Using ICT in Business

### Autumn 1

**Knowledge**

Unit 8 – ICT systems in Business (Recap)  
Unit 8 – ICT in Business Administration (Recap)

Students should understand that administration involves the storing, processing, retrieving and disseminating of information to support the business functions (i.e. human resources, finance, operations, marketing and sales, customer service and research and development). Students should be aware of the importance of administration in ensuring the efficient running of a business, enabling it to respond to actual and potential competition. Students should be aware of the range of job roles (i.e. managers, supervisors and operatives) and be able to identify appropriate titles and responsibilities within different management structures (e.g. flat or hierarchical). Students should understand the difference between routine tasks (such as filing, inputting data) and non-routine tasks (such as dealing with new product development). Students should understand the difference between routine and non-routine decision-making and identify the appropriate decision-makers. Students should understand the importance of planning, e.g. for a meeting, and the consequences of poor planning for a business. Candidates should understand the processes involved in planning and prioritising.

Unit 8 – Workplace organisation and Health and safety within an business

Students should be able to describe the layout and organisation of open plan and cellular offices and how office layout is influenced by the needs of the business and the nature of the task. Students should be able to assess the advantages and disadvantages of different office layouts.

Students should understand how technological changes such as video conferencing, teleconferencing and hot desking have affected working practices. They should recognise the positive and negative effects on business of the growth in flexible working, e.g. teleworking, homeworking and flexitime. Students should be aware of the importance of designing tasks and work areas so as to maximize work efficiency and quality.

Students should be aware of the increasing importance of using resources in an environmentally friendly manner.

Students should be aware of the responsibilities of employers to provide a safe working environment and for employees to act in a safe manner. Students should be aware of how health and safety regulations affect ICT users, (e.g. the Display Screen Regulations) and their implications on workstations and office layout.

**Skills**

Recap of subject skills for unit 8 exam:

**The Business Environment**

- aims and objectives of business
- the criteria for judging the success of a business
- the influence of stakeholders

**Business Administration**

- the role of administration
- how administration supports the main business functions
- the importance of accuracy in the preparation, storage and retrieval of information
- job roles
- routine and non-routine tasks
- routine and non-routine decision-making
- prioritising and planning.

**Workplace Organisation**

- different kinds of working environment
- advantages and disadvantages of different office layouts
- impact of modern developments on working practices
- ergonomics
- Sustainability.



	<p><b>Health and Safety at Work</b></p> <ul style="list-style-type: none"> <li>• the importance of health and safety in the workplace</li> </ul> <p><b>ICT Data Systems in Business</b></p> <ul style="list-style-type: none"> <li>• data sources</li> <li>• data input devices</li> <li>• data storage devices</li> <li>• data output devices</li> </ul> <p><b>Security of Data</b></p> <ul style="list-style-type: none"> <li>• methods of protecting data</li> <li>• data protection legislation</li> </ul> <p>Time management, action planning, addressing audiences, communication skills</p>
<b>Assessment</b>	<p>Lesson1 – Stakeholders 1 and 4 mark questions  Lesson 1- Administration demonstrate understanding  Lesson 4 – Routine and non-routine demonstrate understanding  Unit 8 Mock Exam</p>
<b>Reward &amp; enrichment</b>	<p>Students will have the opportunity to take part in extracurricular activities such as helping with exam writing sessions after school</p> <p>Revision topics for after school sessions –</p> <p>The Business Environment</p> <ul style="list-style-type: none"> <li>• aims and objectives of business</li> <li>• the criteria for judging the success of a business</li> <li>• the influence of stakeholders</li> </ul> <p>Business Administration</p> <ul style="list-style-type: none"> <li>• the role of administration</li> <li>• how administration supports the main business functions</li> <li>• the importance of accuracy in the preparation, storage and retrieval of information</li> <li>• job roles</li> <li>• routine and non-routine tasks</li> <li>• routine and non-routine decision-making</li> <li>• prioritising and planning.</li> </ul> <p>Workplace Organisation</p> <ul style="list-style-type: none"> <li>• different kinds of working environment</li> <li>• advantages and disadvantages of different office layouts</li> <li>• impact of modern developments on working practices</li> <li>• ergonomics</li> <li>• Sustainability.</li> </ul> <p>Health and Safety at Work</p> <ul style="list-style-type: none"> <li>• the importance of health and safety in the workplace</li> </ul> <p>ICT Data Systems in Business</p> <ul style="list-style-type: none"> <li>• data sources</li> <li>• data input devices</li> <li>• data storage devices</li> <li>• data output devices</li> </ul> <p>Security of Data</p> <ul style="list-style-type: none"> <li>• methods of protecting data</li> <li>• data protection legislation</li> </ul>
<b>Character</b>	<p>Optimism – Students will demonstrate this skill through reflecting on target grade and create plan on how to achieve target grade</p> <p>Curiosity – Students will demonstrate this skill when reading case studies and thinking about how business have embedded operations in their business success</p>






## Autumn 2

<b>Knowledge</b>	<p><b>Unit 9 – Using Software Appropriately (Recap)</b>            Integrated Tasks requiring the creation of Business Documents:            Word Processing            Graphics &amp; Web Authoring</p>
<b>Skills</b>	<p><b>Recap of subject skills for unit 9 exam:</b></p> <p><b>Using Appropriate Software: Graphics</b></p> <ul style="list-style-type: none"> <li>• create graphics</li> <li>• edit graphics</li> <li>• combine text and graphics</li> </ul> <p><b>Using Appropriate Software: Presentation Software</b></p> <ul style="list-style-type: none"> <li>• create slide(s) for a business presentation</li> <li>• create transitions and animations</li> <li>• modify presentations</li> <li>• create presenter notes</li> <li>• create handouts</li> </ul> <p><b>Using Appropriate Software: Web Authoring</b></p> <ul style="list-style-type: none"> <li>• create a business web page</li> <li>• animate text</li> <li>• create hyperlinks</li> </ul> <p>Time management, action planning, addressing audiences, communication skills</p>
<b>Assessment</b>	<p>PowerPoint task            Spreadsheet and database task            Report and Email task            Creating a customer order form            Unit 8 Mock Exam</p>
<b>Reward &amp; enrichment</b>	<p>On 16<sup>th</sup> October, pupils will be involved in a careers in ICT/Business enterprise day. They will taking part in an interactive workshop which will develop their communication skills and allow them to network with businesses outside to help them develop workplace motivation. Organised by BME and MOL.</p> <p>Intervention for CA            CA Clinic</p>
<b>Character</b>	<p>Resiliency – Students will practice this skill when reviewing revision unit 8 topics and preparing for unit 8 exam</p> <div data-bbox="1348 1272 1500 1478"> </div>


## Spring 1

<b>Knowledge</b>	<p><b>Unit 9 – Using Software Appropriately (Recap)</b>            Integrated Tasks requiring the creation of Business Documents            Spreadsheet            Database</p>
<b>Skills</b>	<p><b>Recap of subject skills for unit 9 exam:</b></p> <p><b>Selection and Use of Appropriate Software for Business Purposes</b></p> <ul style="list-style-type: none"> <li>• types of data</li> <li>• uses of data</li> <li>• presentation of data</li> </ul> <p><b>Using Appropriate Software: Word Processing</b></p> <ul style="list-style-type: none"> <li>• create a document for business purposes</li> <li>• use a range of fonts and page layouts</li> <li>• use a range of graphics</li> <li>• combine text and graphics</li> </ul>



	<p><b>Using Appropriate Software: Spreadsheets</b></p> <ul style="list-style-type: none"> <li>• create a spreadsheet for a business purpose</li> <li>• manipulate data</li> <li>• use single and multiple (linked) sheets to create tables</li> <li>• key in labels, values, formulae and functions</li> <li>• create and apply validation rules</li> <li>• use conditional formatting</li> <li>• create charts</li> </ul> <p><b>Using Appropriate Software: Databases</b></p> <ul style="list-style-type: none"> <li>• design and create appropriate data capture forms</li> <li>• design and create database tables</li> <li>• sort records using single or multiple criteria</li> <li>• search records using single or multiple criteria</li> <li>• filter records data and create reports</li> </ul>
<b>Assessment</b>	<p>Lesson 1 - Workplace organisation 9 mark question on open and cellular office demonstrate understanding</p> <p>Lesson 1 – ICT in Business 9 mark question demonstrate understanding</p> <p>Lesson 1 – Communication in ICT 9 mark question demonstrate understanding</p> <p>Lesson 1 – E Commerce 9 mark question demonstrate understanding</p> <p>Unit 8 Mock Exam</p>
<b>Reward &amp; enrichment</b>	<p>Revision Clinics</p> <p>Saturday revision sessions</p> <p>Revision guides</p> <p>VLE Support</p>
<b>Character</b>	<p>Empathy – Students will demonstrate this skill when understanding the purpose of ICT in a business</p> 

## Spring 2

<b>Knowledge</b>	<p><b>Unit 8 &amp; 9 – (Recap)</b></p> <p>Use of Mark Scheme to help to plan and structure answers to exam questions (Both for Theory &amp; practical elements/units)</p> <p>Students will then be able to use subject knowledge to analyze and evaluate evidence and make reasoned judgments</p> <p>Students will be able to use a range of software applications to support each function of a business. They will be able to use software to capture, store, retrieve and analyze data in order to meet business requirements.</p>
<b>Skills</b>	<p><b>Recap of subject skills for unit 9 exam:</b></p> <p>Recap Spring 1 Unit 9 – Exam practice for practical exam</p> <p>Time management, action planning, addressing audiences, communication skills</p>
<b>Assessment</b>	<p>Poster task</p> <p>Webpage task</p> <p>Unit 9 Mock Exam</p> <p>Unit 9 Mock Exam</p>
<b>Reward &amp; enrichment</b>	<p>Revision Clinics</p> <p>Saturday revision sessions</p> <p>Revision guides</p> <p>VLE Support</p>
<b>Character</b>	<p>Practice – Students will demonstrate this skill through practicing mocks papers for both unit 8 and 9</p> <p>Responsibility – Student will demonstrate this skill when conducting personal revision to be prepared for unit 9 and unit 8 exam. Student should complete mocks and attend revision sessions</p> 



## Summer 1

<b>Knowledge</b>	<p><b>Unit 8 – ICT in Business</b>  <b>Exam Answering Techniques</b>  Identifying Key words in questions  Reviewing the marking scheme  Students will develop their ability to Recall, select and communicate their knowledge and understanding of concepts, issues and terminology.  They will also be able to Apply skills, knowledge and understanding in a variety of contexts.</p>
<b>Skills</b>	<p><b>Recap of subject skills for Unit 8 exam:</b>  Recap of Aut 1 and 2 – Unit 8 – Exam practice for written exam  Time management, action planning, addressing audiences, communication skills</p>
<b>Assessment</b>	<p>Mock Exam Paper Mock Exam Paper  Exams  Exams</p>
<b>Reward &amp; enrichment</b>	<p>Revision Clinics  Saturday revision sessions  Revision guides  VLE Support</p>
<b>Character</b>	<p>Motivation – Students will demonstrate this skill through being motivated to work independently completing exam materials and being motivated to achieve target grade in exams</p> <p>Creativity – Students will demonstrate this skill through creating revision materials</p> <div data-bbox="1362 808 1517 1016" style="float: right;"> <p><b>THE CHS QUALITIES OF SUCCESS</b></p> </div>